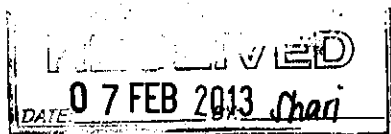


Department of Budget and Management

GOVERNMENT PROCUREMENT POLICY BOARD**TECHNICAL SUPPORT OFFICE****REQUEST FOR QUOTATION**

Date: 1 February 2013

RFQ No.: 03-2013

Name of Company: QUEZON MARGARETTA HOTEL INC.
 Address: DIVERSON ROAD, BRAY DONAT WCONA CITY
 Name of Hotel/Venue: _____
 Address: _____
 Business Permit Number: 2342
 Tax Identification Number: 005 829 034 000

The Department of Budget and Management - Government Procurement Policy Board - Technical Support Office (DBM-GPPB-TSO), through its Bids and Awards Committee, intends to lease a venue and hotel accommodations, inclusive of meals, for the Training Roll-out to the 12 Selected Municipalities of the CSO and LGU Procurement Manual. In particular, the aforementioned procurement is intended for the training for the municipality of **Mulanay, Quezon** to be conducted on **25 February - 1 March 2013**.

Please submit your quotations/proposals duly signed by you or your duly authorized representative not later than **8 February 2013**, at exactly **1:00 p.m.** for the item described herewith, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

Quotations may be submitted manually, or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact **Ms. Jocelyn C. Beslig** or **Ms. Diane Angela A. Marcos** at telephone nos. (02) 7061306 and (02) 9006741 to 44 or email address at bacsecgppb@gppb.gov.ph and jcbeslig@gppb.gov.ph.

WGP
Mr. William G. Ragamat
 Procurement Officer

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the item as follows:

Item Description	Quantity	Proposed Unit Price	Compliance with Technical Specifications (Please check)		Remarks
			Yes	No	
Lease of Venue and Hotel Accommodations for the Training Roll-out to the 12 Selected Municipalities of the CSO and LGU Procurement Manual: Training for Mulanay, Quezon Technical Specifications: I. Availability 1. 25 February – 1 March 2013, 5D/4N (for GPPB-TSO personnel)*, and 2. 25-28 February 2013, 4D/3N* (for participants)	1 lot	PhP400,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
II. Location 1. Within Lucena City* 2. Free parking space reserved within or near venue a. 4 slots b. 3 slots c. 2 slots d. 1 slot			<input checked="" type="checkbox"/>	<input type="checkbox"/>	more than 4 slots can accommodate a 100 cars

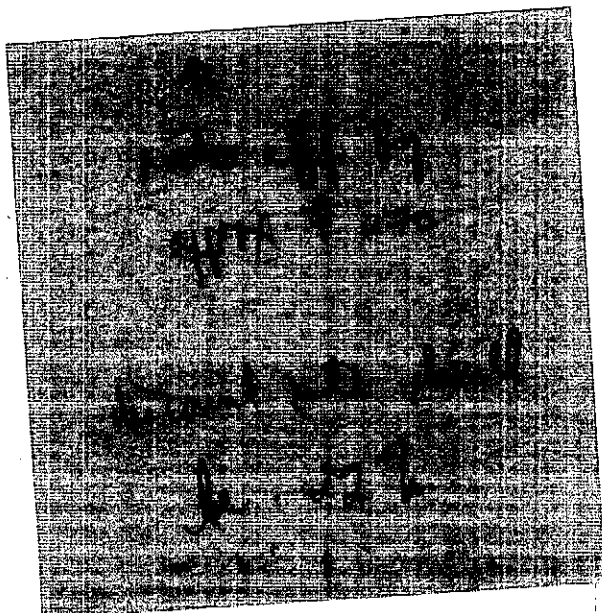
<p>4. Room arrangement: At least twin sharing, <u>inclusive of breakfast</u>.*</p> <p>a. Available 2 rooms (4 pax) on 25 February – 1 March 2013 (5D/4N)*</p> <p>b. Available 15-18 rooms (30-36 pax) on 25-28 February 2013 (4D/3N)*</p>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>5. Facilities:</p> <p>a. Continuous water supply & accessible comfort room*</p> <p>b. Compliance with the standards provided by the Building Code of the Philippines*</p> <p>c. At least two (2) operational elevators (24/7)</p> <p>d. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*</p> <p>e. Available telephone and/or internet connection within the premises of the building</p> <p>f. Audible/operational sound system*</p>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><i>one only</i></p>
<p>6. Other requirements:</p> <p>a. Provision of janitorial and maintenance services*</p> <p>b. Ambience promotes learning</p> <p>c. Adequate security service (24/7)*</p>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation.

Offered rate TWIN SHARING (inclusive of breakfast)	₱1900 / room / night
Published rate as of <u>₱2500.00</u> (Date of submission of this RFQ)	/ room / night
AM snacks / pax	₱
PM snacks / pax	₱
Buffet lunch / pax	250
Buffer dinner / pax	250

Please provide the additional information as required below. The information contained below shall not be used for the evaluation and calculation of your total quotation. These shall be used only for purposes of applying Section 1 of the Terms and Conditions, or when circumstances during contract implementation warrant the use of rooms other than twin sharing rooms.

junior double (Queen)	2800 / room / night	3000.00 / room / night
" " (Twin)	3,000 / room / night	3,000.00 / room / night
	/ room / night	/ room / night



[Handwritten Signature]

Signature over Printed Name

393-4889 / 0927-2419045
Office Telephone No. / Mobile Telephone No.

salesmbt9queenmargarettehotel@gmail.com
Email address/es

thoanhs 2003 @
yahoo.com

TERMS AND CONDITIONS

1. Any modifications in the room arrangements during contract implementation must be approved by the GPPB-TSO. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, **less** (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; **provided**, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission. Quotations provided herein shall remain unchanged and shall be used from the evaluation and calculation of the lessor's total quotation to contract implementation and payment.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The GPPB-TSO shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charge for the additional persons shall be contained in an Amendment to Contract.
11. ~~THE BIDDERS~~ **THE BIDDERS** shall have the right to inspect the venue and/or to test the goods to confirm their conformity to the technical specifications.
12. **The GPPB-TSO shall prefer send bill arrangements for payment.** In lieu of send bill arrangement, advance payment of fifty percent (50%) of the total contract price may be made by the GPPB-TSO before the date of the event with the remaining 50% to be paid after the event.
13. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.



February 6, 2013

**DEPARTMENT OF BUDGET & MANAGEMENT
ORTIGAS CENTER
PASIG CITY
(02) 9006741**

**LIVE-IN SEMINAR
36 persons**

Dear Sir / Madam,

Greetings from Queen Margarete Hotel, Lucena City's Finest and the pride of Southern Tagalog!

Thank you very much for your interest in the services and facilities of Queen Margarete Hotel. We are pleased to offer you an exclusive rate for your upcoming event.

I. MEAL RATE:	Php 2,500.00 net / head x 36 Persons (4 DAYS SEMINAR)	= Php 90,000
II. ROOM RATE:	Php 1,950.00 net per room per night (One room is good for 2 persons)	

Meals included

- **1st day**
 - *AM Snack*
 - *Managed Buffet Lunch*
 - *PM Snack*
 - *Managed Buffet Dinner*
- **2nd day**
 - *Am Snack*
 - *Managed Buffet Lunch*
 - *PM Snack*
 - *Managed Buffet Dinner*
- **3rd day**
 - *AM Snack*
 - *Managed Buffet Lunch*
 - *PM Snack*
 - *Managed Buffet Dinner*
- **4th day**
 - *AM Snack*
 - *Managed Buffet Lunch*

II. PACKAGE INCLUSIONS:

- Free use of fully air-conditioned function rooms for plenary session
- Function room set-up
- Free use of basic PA System with microphones
- Free use of basic meeting equipments: widescreen, whiteboard with marker & eraser, podium
- Waived plug-in charge for 1 laptop & 1 LCD projector for the event presentation
- Free Flowing Coffee
- Service waiter
- 3 nights Hotel Accommodation in Twin Sharing basis
- Free use of swimming pool

Standard Rates:

- * Function Room Rental after agreed end time Php 2,000 / hour
- * LCD Rental Php 3,500 / unit
- * Flowing Coffee Php 30.00 per head per day

BILLING ARRANGEMENT

Cash/Credit Card Payment:

A 10% non-refundable, non-transferable, and non-consumable reservation fee should be given upon acceptance and signing of this proposal.

A 50% Down payment should be given upon signing of the Contract

Full payment should be given three (3) days before the event.

Additional meals and incidental charges should be settled immediately after the event.

For Check Payment:

Only manager's check and company checks are accepted as payment.

All checks should be made to **Queen Margarett Hotel**.

CANCELLATION CLAUSE

Cancellation of the event by the client for whatever reason made later than seven (7) days prior to the start of the event shall mean forfeiture of the 50% deposit paid to the Hotel. If no deposit has been made, a cancellation fee equivalent to 50% of the total event cost will be charged. A cancellation fee equivalent to 20% of the event cost shall be charged to the client if cancellation is made eight (8) days to fourteen (14) days before the event schedule.

We hope that the above arrangement is in order. For any additional requirements, please call me at telephone number (042) 3737171 to 73 or 373-4889, mobile number 0917-5954115, facsimile number (042) 3736218.

NOTE:

The price indicated in this proposal is valid only for this event.

Very truly yours,

Conforme:

ORIGINAL SIGNED


Ms. Grashiela Baronia
Sales Supervisor

Client


Mr. Rene America
Sales & Marketing Manager



MENU SELECTION

(Set Breakfast & Snacks/ Managed Buffet Lunch & Dinner)

BREAKFAST: (Choice of one)

Serve with Garlic Rice, Egg (any style), and Coffee

Skinless Longganisa

Sliced Ham (2pcs)

Fried Tinapa

Chamorado w/ dilis

MORNING AND AFTERNOON SNACK: (Choice of one)

Serve with Softdrinks, Iced Tea or Juice

Chami Guisado

Bihon Guisado

Ensaymada

Lomi

Arroz caldo w/ Egg

Hamburger

Siopao

SOUP FOR LUNCH & DINNER (Choice of one)

Chicken Noodle Soup

Cream of Mushroom Soup

Macaroni Soup

Cream of Pumpkin Soup

Cream of Vegetable Soup

Consomme Oriental Soup

Cream of Asparagus Soup

Minced Beef Soup

MAIN COURSES FOR LUNCH AND DINNER: (Choice of two)

Baked Pork w/ A-1 Sauce

Beef Caldereta

Chicken Breast filled w/ Mushroom

Chicken Curry

Chicken Pastel

Deep Fried Crispy Chicken

Fish Fillet w/ Tofu in Oyster Sauce

Fried Pork w/ Salt & Pepper

Hawaiian Porkchop

Pan Fried Fish Fillet w/ Sweet Chili Sauce

Pork Leg Lohan

VEGETABLES OR NOODLES FOR LUNCH & DINNER (Choice of one)

Buttered Carrots & Green Peas

Buttered Vegetable w/ Corn & Peas

Sari- Saring Gulay

Bihon Guisado

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

NOTICE OF AWARD

22 February 2013

MR. RENE AMERICA
QUEEN MARGARETTE HOTEL, INC.
Diversion Road, Brgy. Duhat,
Lucena City

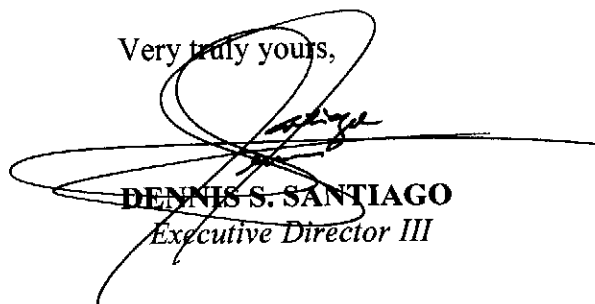
Dear Mr. America:

We are pleased to inform you that your quotation for the procurement of **Lease of Venue for the Training Roll-Out to the 12 Selected Municipalities of the CSO and LGU Procurement Manual (11th Training: Municipality of Mulanay, Quezon)** with the corresponding bid price of **Two Hundred Twenty Three Thousand Two Hundred Seventy Five Pesos (PhP223,275.00)** has been determined to be the lowest submitted price quotation.

Kindly send the copy of the Contract as soon as possible for said project for our review and perusal. The Contract shall be approved at the soonest possible time in accordance with the Guidelines on Procurement under IBRD Loans and Credits of the World Bank.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,



DENNIS S. SANTIAGO
Executive Director III

Received By:

(Signature above printed name)

(Date and Time of receipt)

**Kindly fax to sender to acknowledge receipt*



CONTRACT

This AGREEMENT is entered into between QUEEN MARGARETTE HOTEL, with registered address at Domoit, Diversion Road, Lucena City, hereinafter referred to as the HOTEL, and DEPARTMENT OF BUDGET & MANAGEMENT (GPPB) Technical Support Office with registered address: Ortigas Center, Pasig City hereinafter referred to as the CLIENT.

By entering into this agreement, the parties agree to the terms and conditions pertaining to:

- 1.) The use of Hotel facilities and services by the CLIENT.
- 2.) The extent of services and available facilities that the HOTEL can provide.

Client: DEPARTMENT OF BUDGET & MANAGEMENT
Address: Ortigas Center, Pasig City
Tel / Fax: (02) 900-6741
Authorized Person: Ms. Jocelyn Beslig

Type of function: DEPARTMENT OF BUDGET & MANAGEMENT LIVE-IN SEMINAR
Inclusive date/s: February 25-March 01, 2013 (4 DAYS SEMINAR)
Time: 7:00AM-7:00PM
Guaranteed number of persons: 30 PERSONS
Expected number of persons: 45 PERSONS

Package Type: MENU FOR ALL OCCASIONS
Package Rate: SEE BELOW
In excess: Charge Accordingly

Rooms:

- Feb 25-Mar 1, 2013
P1,950 x 4Nights x 2 rooms =15,600.00
- Feb 25-28, 2013
P1,950 x 3Nights x 18 rooms =105,300.00

Meals:

- Am Snacks
P75 X 45pax AM Snacks X 4 =13,500.00
- Pm Snacks
P75 X 45pax Pm Snacks X 3 =10,125.00
- Buffet Lunch
P250 X 45pax x 4 =45,000.00
- Buffet Dinner
P250 X 45pax X 3 =33,750.00

Total Package Rate: P223,275.00

Additional Charges:
LCD Projector Rental – Php 3,500.00
Flowing Coffee – Php 30.00 per head x 30pax x 3 days = Php 2,700.00

Other applicable charges:
Corkage: Wine-Php 125/bottle, Liquor-Php 250/bottle (750ml- 1L)
Lechon-Php 800/pc.
Acoustic Band-Php 3,500, Full Band-Php 5,000

Extended hour/s: Php 2,000/hour function room Rental after agreed end time

Deposit:

TAN
RECEIVING COPY
1209
S/6/12

29 APR 2013
Dawe